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REGULATION
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GENERAL
1953

DISTRIBUTION OF AGENCY REGULATORY ISSUANCES

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Rescission: [REDACTED] dated 10 April 1953

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1. GENERAL
 - a. This Regulation prescribes the distribution system for agency regulatory issuances as provided for in Regulation [REDACTED]. The system is based upon the positive policy that regulatory issuances shall be given sufficient distribution to ensure that supervisors at all levels are provided with all regulatory materials as are applicable, essential, or useful to the proper performance of their duties.
 - b. This broad distribution policy shall be modified in keeping with the following principles:
 - (1) The distribution of each issuance shall be generally planned so that issuances of limited applicability and usefulness will not be distributed to Agency components to which they would be of no value.
 - (2) Certain issuances which are determined to be exceptionally "sensitive" shall be specifically identified as such and the distribution of these issuances shall be on a predetermined and controlled need-to-know basis.
 2. SECURITY POLICIES
 - a. Each regulatory issuance shall be classified in accordance with Agency regulations governing the classification of information requiring protection in the

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interests of national defense. All manuals or files for the collection of Agency regulatory issuances shall be classified as "SECRET" which shall be the highest classification of any issuances to be filed therein. Regulatory issuances of higher classification than "SECRET" or "REGISTERED" issuances of lower classification shall be handled in accordance with Agency regulations applicable to the handling of documents of the classification and control provisions stipulated.

- b. Agency regulatory issuances are intended for use by Agency employees only and within buildings and installations authorized to retain such material. They shall not be disseminated to other persons excepting in full conformity with Agency Regulations.
- c. Regulatory issuances which are determined to constitute a significant hazard to the covert operations of any Agency component by reason of the fact that they reveal the nature, scope, or techniques for the conduct or support of such operations shall be identified, distributed, and controlled to secure optimum intra-Agency security compartmentation. This principle will limit distribution to the component whose covert operations are endangered by the issuance and to such other components and officials having a demonstrable need to know in the fulfillment of their responsibilities and functions.
 - (1) Issuances which are determined in their entirety to be sensitive to the degree described above shall be identified by the words "Distribution Controlled" printed down the outer margin of each page. When regulatory material required for general Agency use also contains supplementary sensitive policies, authorities and procedures, the sensitive material shall be published separately as a supplement to the basic issuance as a "Distribution Controlled" item.

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(2) Basic responsibility for recommending that a specific regulatory issuance is so sensitive as to warrant processing as a "Distribution Controlled" issuance rests with the head of the Agency components whose operations are endangered thereby. Agency components preparing regulatory issuances shall confer with the component whose operations may be endangered by normal distribution of the issuance to secure such recommendation prior to submitting the issuance to the Regulations Control Staff for processing.

3. DISTRIBUTION PATTERN

- a. The Distribution Chart (Figure 1) controls the normal distribution of Agency regulatory issuances to headquarters components.
- b. The Office of the Director and other officials designated by the Director shall receive all regulatory issuances.
- c. For purposes of controlling distribution of normal issuances having limited applicability and usefulness, the Agency has been divided into two basic levels, lettered A and B, and five major functional areas numbered 1 through 5 as follows:

- 1 — Office of Training
- 2 — Office of the Deputy Director (Administration)
- 3 — Office of the Deputy Director (Intelligence)
- 4 — Office of the Deputy Director (Plans)
- 5 — Office of Communications

- d. Issuances given distribution to both the A and B supervisory levels but which warrant widespread circulation or distribution to each employee will specify the desired distribution.

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- e. The Distribution Chart will be used as shown in the following examples:
- (1) Distribution A will include all components shown in areas 1 through 5 on the A level of the Distribution Chart.
 - (2) Distribution AB will include all components of the Agency.
 - (3) Distribution 2A will include only the Deputy Director (Administration) and the chiefs of DD/A components shown in area 2 between the horizontal lines.
 - (4) Distribution 2A, 4AB will include the Deputy Director (Administration) and the Chiefs of DD/A components (shown in area 2 between the horizontal lines), plus all components of the Deputy Director (Plans) shown in area 4.

4. RESPONSIBILITIES

- a. The Chief, Regulations Control Staff is responsible for the supervision of the Agency distribution system and for ensuring that regulatory issuances are distributed to distribution points established by the Deputy Director (Administration), Deputy Director (Intelligence), Deputy Director (Plans), the Director of Training, the Assistant Director for Communications, and other subordinate officers where appropriate.
- b. The Deputy Director (Administration), Deputy Director (Intelligence), Deputy Director (Plans), the Director of Training, and the Assistant Director for Communications shall designate distribution officials who will be responsible for:
 - (1) Ensuring the effective distribution of regulatory issuances within the component concerned by establishing sufficient custodial points for the maintenance of manuals containing Agency regulatory issuances.

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- (2) Reviewing each Agency issuance during the coordination process to determine its applicability and usefulness to individuals and components within their jurisdiction. If the normal distribution given the issuance is either inadequate or excessive, appropriate corrective action should be taken.
 - (3) Recommending for the component concerned the minimum need-to-know distribution requirements for each "Distribution Controlled" issuance and for advising the Regulations Control Staff of the recommended distribution identifying each intended recipient.
 - (4) Ensuring the actual distribution of "Distribution Controlled" items to approved recipients only and for controlling the destruction of such issuances when rescinded or replaced by revisions.
- c. The Deputy Director (Plans), shall be responsible for the effective distribution of all Agency [REDACTED] excepting where such responsibility may be specifically assigned to another Agency component for designated overseas activities.
- d. Custodians of Agency regulatory issuances are responsible for maintaining their manuals on a current basis. In addition, they are accountable for each "Distribution Controlled" issuance in their possession and for the destruction of such issuances when rescinded or replaced by revisions.
5. PROCEDURES
- a. The Regulations Control Staff will recommend the most suitable distribution for each issuance other than those identified as "Distribution Controlled." Distribution officials will be advised of the proposed distribution and shall

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indicate to the Chief, Regulations Control Staff any changes to be made on the basis of applicability and usefulness together with the total copy requirement of their component.

- b. The Regulations Control Staff will identify at the time of coordination any issuances which has been recommended as requiring handling as a "Distribution Controlled" item. Coordinating officials shall indicate their concurrences or disagreement with such classification in submitting their substantive concurrences or comments. Any disagreements shall be resolved prior to publication.
 - c. The Chief, Regulations Control Staff shall inform the components whose operations are endangered by "Distribution Controlled" issuances of the distribution recommendations of each of the Agency components. Differences of opinion as to need-to-know shall be resolved prior to actual distribution. The Regulations Control Staff shall be the office of record of the approved distribution of all "Distribution Controlled" issuances and will furnish the Chief, Records Center, General Services Office, the authorized final distribution to be effected.
6. ADDITIONAL AND EXCESS COPIES
- a. Requests for additional copies and the return of excess copies shall be submitted to the Regulations Control Staff in order that adequate stock and reproduction controls can be maintained.
 - b. Requests for additional copies of "Distribution Controlled" issuances will be authorized in the same manner as the original distribution.

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